0 5 JUN 1980

MEMORANDUM FOR:  Director of Data Processing

STATINTL  VIA:

FROM:

Records Management Officer

SUBJECT:  Records Management Survey, Office of
Data Processing


1.  I found no surprises in the Survey Report
prepared by Records Systems Branch/ISS/DDA.  I am certain
the weaknesses observed in ODP will be, and some have
already been, corrected.

2.  My inventory plan covers recommendation #1,
suggesting that an alphabetical subject filing system be
established in the Office of the Director.  I am in the
process of inventorying the front office files, and I
find our existing filing scheme is tailored to meet front
office requirements; however, preliminary indications are
that a secondary and tertiary classification may facilitate
information maintenance, retrieval, and ultimately final
records disposition.  Any change in filing systems will not
be initiated until the Inventory has been completed, about
July 1981.

3.  Recommendation #2 concerning the project activity
and credit reports will be corrected as part of my Inventory.
A fiche reader was obtained during the survey and is being
used.  We should be able to reduce the use of hard copy
listings by xeroxing from tape on letter size paper, reports
that must be available for daily work.

4.  It would be premature to make judgements on ODP
mail procedures (recommendations #3, #4, #5 and #6) until
the Inventory is complete.

5.    Recommendation #7 which mentions corrective action on the disposition of records being held in the office of DD/A, will be addressed as part of my Inventory in Applications during November 1980.

6.    The DD/A has already taken measures to ensure the vault areas are always accessible; however it may be helpful to assign vault custodians to assure his efforts are to be maintained on a continuing basis.

7.    Judgement on recommendation #10 is a part of my Inventory of project files in Applications.  Any amendment to Records Control Schedule should be initiated by June 1981.

8.    Recommendation #11 in forms management is being worked on at this time and is part of my Inventory.  All forms used by ODP, official or bootleg, will be inventoried. Recommendations for change will be included in Inventory report due July 1981.

9.    Recommendation #12 (regarding the trailer pages signed for proof of pick up of computer runs) is already in effect.

10.    I have researched recommendation #13 on the subject of Personnel soft files and according to the General Services Administration General Records Schedule, ODP is in compliance with Federal law on this issue.

11.    ODP is not unique, but our employees work shifts and overtime, resulting in complicated T&A's.  Maintaining xerox copies of T&A's provides T&A clerks with a ready reference to answer employee questions on payday.  Experience has shown that Office of Finance cannot provide adequate turnaround in response to ODP questions.  I endorse the continuance of this established ODP procedure.  The records should be destroyed every few pay periods, or when no longer needed.

12.    Recommendation #15 which concerns security of forms and classified documents, is a part of my Inventory. Inventory information in this area will be shared with ODP Security Officer.

13.    Recommendation #16, on correct usage of vault-type rooms is very difficult to access.  ODP managers are competent enough to properly use what limited space we have to its full potential in serving ODP requirements.  The rooms in question are:  Room GA0502, occupied by ███████    STATINTL
STATINTL    ██████████ technicians, because there is no other space

-2-

available; Room GA0514, occupied by a portion of Interactive
Systems Branch, SPD, (there is no requirement for the VTR,
but this space is fully utilized for existing ISB requirements);
and Room GD5307, occupied by a portion of Telecommunications
Branch, ED (there is no requirement for the VTR, but this space
is fully utilized for existing ISB requirements).

STATINTL